

**CODE:**  
**FLSA: NON-EXEMPT**  
**GRADE: 10**

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: EQUIPMENT OPERATOR III**  
**SANITATION DIVISION**  
**PUBLIC WORKS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs various duties required in collecting, transporting, and disposing of commercial and/or residential garbage. Work involves operating moderate and heavy equipment related to the collection of refuse and recycling materials; and ensuring the safe and efficient operation of the equipment and crew; complying with all safety guidelines; training and observing new employees and reporting back to immediate supervisor; and ensuring proper completion of assigned jobs. Reports to the Sanitation Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Drives and operates a large sanitation truck.

Performs as a crew leader.

Leads and guides other maintenance workers on daily refuse, recycling, brush, and yard waste pickup from residential areas.

Trains and observes new and old employees if needed; reports back to immediate supervisor.

Maintains and inspects the sanitation truck on a daily basis; reports problems to the Sanitation Supervisor.

Loads heavy materials into the truck.

Drives the truck once full to the appropriate facility.

Washes and greases trash truck.

Ensures workers have proper attire for the workday such as boots, vests, etc.

Ensures all safety measures.

Receives and/or reviews various records, reports, memos, correspondence, etc.

Prepares and/or processes various records and reports such as log violations with residential refuse, and daily pre-trip.

### **EQUIPMENT OPERATOR III**

Refers to policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of vehicles such as sanitation truck, pickup truck, etc.

Uses a variety of tools such as broom, shovel, etc.; and a variety of supplies such as gloves, safety equipment, etc.

Interacts and communicates with various groups and individual such as the Sanitation Supervisor, crew leaders, co-workers, and the general public.

#### **ADDITIONAL JOB FUNCTIONS**

Assists Street Maintenance with leaf picking up after hours.

Cleans and maintains truck.

Reports observations from the truck every day such as water breaks, accidents, etc.

Performs other related duties as required.

#### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or GED equivalent with four to five years of experience in equipment operation; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must possess a valid State commercial driver's license.

#### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a container truck, residential refuse truck, tractors, boom loader, packer, shovel, pick, goggles, gloves and forks. Must be able to exert in excess of one hundred pounds of force occasionally, and/or in excess of fifty pounds of force frequently, and/or in excess of twenty pounds of force constantly to lift, carry, push, pull or otherwise move objects. Very Heavy Work must be able to lift and/or carry weights of ten to two hundred pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of reports. Requires the ability to prepare records, using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

### **EQUIPMENT OPERATOR III**

**Intelligence:** Requires the ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including Mechanics.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using trucks, tractors, tools and other equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Sanitation Division of the Public Works Department as they pertain to the performance of duties of the Equipment Operator III. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the activities and methods practiced within the Division of the Public Works Department. Has knowledge of and exercises the safe operational procedures for utilizing equipment and tools in the performance of daily activities. Has good working knowledge of safety practices and Virginia highway laws and regulations. Is able to perform preventive and routine maintenance of equipment and machinery. Has comprehensive knowledge of the terminology used within the department. Is able to use independent judgment and discretion as necessary in the performance of daily routine and non-routine activities. Is able to communicate effectively with supervisors, other staff members, members of the general public, and all other groups involved in the activities of the department. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Is able to comprehend, interpret, and apply regulations, procedures, and related information. Is able to comprehend and complete detailed oral and written instructions and daily work assignments efficiently and in a timely manner as prescribed. Is able to perform manual work requiring good physical condition.

### **EQUIPMENT OPERATOR III**

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

### **EQUIPMENT OPERATOR III**

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.